



Application to Amend Approved Certificate of Review

HISTORIC PRESERVATION BOARD

Submission of Application

Applications may be submitted to staff of the Historic Preservation Board ("HPB") in person, electronically, or via mail at the following address:

City of Lakeland
 (City Hall, First Floor, Historic Preservation)
 Attn: Senior Planner, Historic Preservation
 228 S. Massachusetts Avenue
 Lakeland, Florida 33801
 Phone (863) 834-6094
 Fax (863) 834-8432
 Email: emily.foster@lakelandgov.net

Review of Application

HPB staff may not be available to review this application immediately upon submission, but a reasonable effort will be made to complete the review within five (5) business days of receipt.

Administrative Approval

Changes to an approved project that HPB staff interprets as minor in scope and which do not adversely affect the architectural or historical integrity of a contributing resource or the historic district will be approved. If approved by HPB staff, an Amended Certificate of Review will be issued to the Applicant.

Referral to HPB

Changes to an approved project that HPB staff interprets as major in scope and/or adversely affect the architectural or historical integrity of a contributing resource or the historic district will be administratively disapproved and referred to the HPB, Design Review Committee for re-approval.

Procedure for Re-Approval by HPB/DRC

Changes to an approved project requiring re-approval by the HPB/DRC **must be submitted on this Application with all Supporting Documents specified on page 3.** The Application submittal deadline is fourteen (14) days prior to the scheduled HPB/DRC meeting. (For example, if the HPB/DRC meeting is scheduled for January 25th, the Application submittal deadline is January 11th.) Amendment Applications that do not meet this deadline will be decided at the following month's HPB/DRC meeting.

PROPERTY OWNER INFORMATION	
NAME: _____	
MAILING ADDRESS: _____	
EMAIL ADDRESS: _____	
TELEPHONE NUMBER: _____	
APPLICANT/AGENT INFORMATION	<input type="checkbox"/> SAME AS ABOVE
NAME: _____	
MAILING ADDRESS: _____	
EMAIL ADDRESS: _____	
TELEPHONE NUMBER: _____	

P R O J E C T I N F O R M A T I O N	PROPERTY ADDRESS: _____
	PROJECT TYPE (check all that apply):
	<input type="checkbox"/> New Construction <input type="checkbox"/> Demolition <input type="checkbox"/> Addition <input type="checkbox"/> Relocation <input type="checkbox"/> Major Rehabilitation/Restoration <input type="checkbox"/> Accessory Buildings (larger than 300 SF) <input type="checkbox"/> Minor Exterior Alteration <input type="checkbox"/> Other _____
	HISTORIC DISTRICT:
	<input type="checkbox"/> BEACON HILL <input type="checkbox"/> BILTMORE-CUMBERLAND <input type="checkbox"/> DIXIELAND <input type="checkbox"/> EAST LAKE MORTON <input type="checkbox"/> LAKE HUNTER TERRACE <input type="checkbox"/> SOUTH LAKE MORTON <input type="checkbox"/> MUNN PARK
	CURRENT USE: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> OTHER _____
	DATE CERTIFICATE OF REVIEW APPROVED BY HPB/DRC _____

FOR STAFF USE ONLY

Date Received: _____ Project # HPB _____ Contributing: Yes No FMSF# _____

Administrative Disposition: Approved Referred to HPB/DRC for Re-Approval, reason: _____

HPB/DRC Disposition: Approved Approved with Conditions: _____

Denied, reason: _____

Description of Changes to Project

Describe changes to the scope of the approved project since receiving a Certificate of Review. Please attach additional sheets if more space is needed to describe the changes to your project.

APPROVED PROJECT AND MATERIALS:

CHANGES TO APPROVED PROJECT AND MATERIALS:

CERTIFICATION AND AUTHORIZATION

I certify that the information contained in this application is true and correct to the best of my knowledge at the time of submission. I understand that this application will not be accepted and deemed complete until all supporting and/or requested information, if applicable, has been supplied. I understand that this application may require a site visit to the subject property by City of Lakeland staff. I understand that the issuance of an Amended Certificate of Review does not relieve the responsibility of obtaining a building permit and following all other applicable codes and requirements of the City of Lakeland, Polk County, and State of Florida.

In consideration for review of this application, the applicant and owner agree to allow access to the property by City of Lakeland staff for inspection purposes during the review process, during the time that work is performed, and upon completion of the project.

Owner/Applicant Signature

Date

Checklist of Required Supporting Documents for Application Submittal

The following list includes the necessary supporting documents for design review of each project type, to be submitted in addition to this completed Application. Only one (1) copy of each supporting document is necessary. Drawings and plans do not have to be professionally created, but should be to scale. An artistic rendering or simulated image of alterations and new construction is encouraged, but not required. **If you need assistance with this Application or want to schedule an appointment with staff for preliminary review of your project, please contact Emily Foster, Senior Planner, Historic Preservation, via email at: emily.foster@lakelandgov.net or by telephone at (863) 834-6094.**

NEW CONSTRUCTION AND ADDITIONS

- Site plan (no larger than 11" X 17") showing property's existing conditions and new building or addition, along with property setback dimensions.
- Architectural elevation drawings (no larger than 11" X 17") for all sides of new building or addition. Please indicate dimensions, height, roof pitch, and types of exterior materials and textures proposed for each feature (i.e. Roof: architectural shingles; Siding: wood clapboard with 6" reveal; Stucco: smooth finish; Windows: wood, double hung sash w/exterior dimensional muntins).
- Floor plan of new building or addition; please indicated the square footage of new building or existing building and addition on plan.
- Photographs of property's existing conditions and adjoining properties.

MAJOR REHABILITATION OR RESTORATION

- Architectural elevation drawings (no larger than 11" X 17") for all sides of existing building. Please indicate the existing and proposed types of exterior materials and textures for each feature that will be rehabilitated or restored (i.e. Roof: architectural shingles; Siding: Hardie Board with 6" reveal; Stucco: smooth finish; Windows: wood, double hung sash w/exterior dimensional muntins).
- Photographs of all sides of existing building and adjacent buildings.
- Documentation of earlier historic appearance (for restoration work only).

MINOR EXTERIOR ALTERATIONS

- Photographs of all sides of existing building and adjacent buildings.

ACCESSORY BUILDINGS (larger than 300 square feet)

- Site plan (no larger than 11" X 17") showing property's existing conditions, proposed location of accessory building, and property setback dimensions. Indicate square footage of primary structure and proposed accessory building.
- Architectural elevation drawings (no larger than 11" X 17") of all four sides of proposed accessory structure. Please indicate dimensions, height, roof pitch, and the types of exterior materials, textures, architectural details etc. proposed.
- Photographs of site and existing building(s).

RELOCATION

- Site plan (no larger than 11" X 17") of location to which building will be moved, with dimensions and setbacks.
- Photographs of all sides of building and property.
- Timeframe estimate (include on page 2 of this Application).
- Explanation (include on page 2 of this Application) for why relocation is necessary.

DEMOLITION

- Statement addressing each of the three demolition review criteria (per LDC Article 11, Section 11.6.3.c.):
 - o Historic or architectural significance of the building or structure
 - o The importance of the building or structure to the historic district
 - o The future utilization of the site, including any replacement buildings or structures
- Relocation/Building Materials Salvage or Recycling options for structure
- Report from registered engineer or other qualified professional substantiating structural condition, including estimated cost to repair.
- New construction or other plans (see supporting documents required for New Construction above) for property redevelopment must be submitted at the same time as a demolition request.
- Estimate of demolition cost and timeframe needed for demolition and redevelopment.
- Photographs of all sides of building and property.